

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MEETING MINUTES

January 7, 2013

TOWN HALL CONFERENCE ROOM L101

- I. Call to Order –the meeting was called to order at 5:40 PM by Chairperson McBride.
- II. Roll Call – Members present: Scott McBride, Chairperson; Myra Cohen; Sharon Braverman; Pam Raynock; Bill DeBlasio and Jennifer Win-Johnson. Others present: Members of the public; Lee Olsen, Olsen Design Group; William Collins, PhD, Superintendent of Schools; Lou Jachimowicz, Chief Finance and Operations Officer; Robert Korpak, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes –Mrs. Cohen made a motion to approve the minutes of the December 17, 2012 meeting as presented. Second by Mrs. Raynock. The motion passed unanimously.
- V. Determine Construction Manager Respondents to be Interviewed – Mr. Olsen had distributed a scoring matrix for each Committee member to use to rate each firm's response. The Committee was asked to review each of the thirteen responses based on eight categories that were included in the Request for Proposals document issued by the Town. The results of each Committee member's evaluation were provided to Mr. Olsen during the meeting. As the result of this tabulation, the Committee agreed by consensus to interview the following five firms: Downes Construction Company, KBE Building Corporation, The Morganti Group, O & G Industries, and The Whiting-Turner Contracting Company.
- VI. Construction Manager Interview Process – Firms to be interviewed will be asked to provide their fees as a percentage of construction and their charges for General Conditions. Each firm interviewed will be asked to bring their team and to include in their presentation how they handle problems and provide conflict resolution. Interviews will be scheduled an hour apart, to include time between interviews for the Committee. Interviews will be held over two nights, on February 4<sup>th</sup> and February 5<sup>th</sup>. Meeting times will be at 4:00 and 4:30 pm, respectively. Firms will be scheduled in alphabetical order. In addition to preliminary estimates of their fee, each will asked to bring

sample reports that show how they manage the communication process between the firm and the client. Firms will be asked to open with a presentation and to allow for approximately thirty minutes for questions and answers. Mr. Olsen will develop questions.

- VII. Further Determination of Potential Community Center Sites - Chairperson McBride stated that the Committee had heard from the public at recent meetings on this topic. The intent originally was to eliminate sites that completely did not fit and to discuss the rest with the construction manager. There are severe shortcomings with some of the remaining sites. He expressed a desire to eliminate all the sites that the Committee doesn't feel are the proper fit. He couldn't support certain sites even if a construction manager said they were good. He would not support the schemes that put the Mortensen Community Center where it would impact the baseball diamond at Mill Pond Park (Scheme G) or where the clay tennis courts at Mill Pond Park are currently located (Scheme A). Mrs. Win-Johnson noted that these schemes both change the landscape of the park.

The Committee could return to considering the Community Center as part of Town Hall, if it chose to do so at a later date. Mr. Olsen's report led the Committee to conclude that a separate Community Center was preferential, if the cost was roughly the same. If the cost to build a new Community Center at a separate location is prohibitive, the Committee has expressed its intent to revisit keeping it as part of the Town Hall. Mr. Olsen and Mrs. Cohen both noted the need to establish the size of the building and the overall footprint that would include parking, access, etc. Some of Mr. Olsen's fee is set aside to assist in determining what the size of the Community Center needs to be. Mr. Till reminded the Committee that information on the square footage requirements was included in Mr. Olsen's report. 16,000 square feet is the size of the current Community Center, which is the gross area. 25,000 to 30,000 would be considered average, with no swimming pool included.

The site for the Community Center by the corner of Garfield and Willard Avenue, across from the Transportation Garage (Scheme E) was not considered to be large enough by the Committee. Mrs. Raynock made a motion that the Committee eliminate Schemes A, G and E from further consideration for the new Community Center site at this time. A second to the motion was made by Mr. DeBlasio. The motion passed by a vote of 6 YES to 0 NO.

- VIII. Any Other Business Pertinent to the Committee – The Committee will start the next meeting with a brief discussion on the procedure for the interviews. Mr. Baron will distribute scheme I (3), the Committee's remaining viable option for a new Mortensen Community Center site, to all Committee members via e-mail.

- IX. Public Participation – None.
- X. Committee response to public participation – None.
- XI. Adjournment – the meeting adjourned at 7:43 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services